

Memorandum
Bureau of Motor Vehicles
Dealer and Agent Services

To: Maine Licensed Dealers
From: Garry Hinkley, Director of Vehicle Services
Date: Monday, December 8, 2014
Subject: Dealer and Title Workshop Schedule January 2015 –December 2015

We are pleased to be able to announce that we have added some additional “Dealer” trainings at various locations throughout the state in addition to the training held at the main office. Please review the attached schedule which has been provided to assist your training needs. These workshop sessions include important instructional information regarding the processing and completion of forms such as the Maine Certificate of Title applications, Notice of Sales, and disclosure requirements.

Due to the technical and legal aspects involving the proper completion of these documents, all newly licensed Maine dealers are required to attend one of these workshops before obtaining their dealer license. It is always advisable for other dealerships to send new personnel to one of these workshops so they may have a better understanding of the importance of proper completion of the paperwork involved in the sale of a vehicle.

Please complete the sign-up form below and fax to this office prior to the class. All of the class sizes are limited. In consideration of others, please sign up for the class that you are certain you will be able to attend. If circumstances change and you are unable to attend, please notify this office as soon as possible in order that a substitute may attend in your place. You may call this office to verify availability of seats for classes in emergency situations.

WE HAVE A FULL SERVICE CAFETERIA ON-SITE FOR VISITORS AND STAFF!

The Bureau of Motor Vehicles Dealer Training Manual and all training schedules are available on the BMV website to view and print. Please use the link provided below to access the most up-to-date information:
<http://www.maine.gov/sos/bmv/DealerAgent/index.htm>

Dealer & Title Workshop Sign-up Form
Please fax to (207) 624-9037 or call (207) 624-9000, ext. 52143

Name of Your Business _____ Phone: _____

Workshop Location: _____ Date: _____

Name(s) of Person(s) Attending: _____

Dealership E-Mail Address: _____

Please notify this office of any cancellations

Dealer and Title Workshop Schedule 2015

Date	Time	Location
Wednesday, January 7	9:00 to 4:00	BMV Main Office, 101 Hospital St, Augusta
Wednesday, February 4	9:00 to 4:00	BMV Main Office 101 Hospital St Augusta
Wednesday, March 4	9:00 to 4:00	BMV Main Office, 101 Hospital St, Augusta
Wednesday, April 1	9:00 to 4:00	BMV Main Office, 101 Hospital St, Augusta
Wednesday, May 6	9:00 to 4:00	BMV Main Office, 101 Hospital St, Augusta
Friday, May 15	9:00 to 4:00	Houlton Town Hall, 21 Water St, Houlton
Wednesday, June 3	9:00 to 4:00	BMV Main Office, 101 Hospital St, Augusta
Friday, June 19	9:00 to 4:00	Scarborough City Hall, 259 US Rt. 1, Scarborough
Wednesday, July 1	9:00 to 4:00	BMV Main Office, 101 Hospital St, Augusta
Wednesday, August 5	9:00 to 4:00	BMV Main Office, 101 Hospital St, Augusta
Friday, August 21	9:00 to 4:00	Jay Town Hall, 340 Main St, Jay
Wednesday, September 2	9:00 to 4:00	BMV Main Office, 101 Hospital St, Augusta
Friday, September 18	9:00 to 4:00	East Millinocket Mun. Bldg, 53 Main St, East Millinocket
Wednesday, October 7	9:00 to 4:00	BMV Main Office, 101 Hospital St, Augusta
Friday, October 23	9:00 to 4:00	Boothbay Harbor Town Office, 11 Howard St, Boothbay Harbor
Wednesday, November 4	9:00 to 4:00	BMV Main Office, 101 Hospital Street, Augusta
Wednesday, December 2	9:00 to 4:00	BMV Main Office, 101 Hospital Street, Augusta